

Pre-Deposit Checklist for PhD Students

To be approved for publication and to meet the graduation requirements, all dissertations must comply with the Penn [Doctoral Dissertation Formatting Guide](#), including the formatting requirements listed below. Use this checklist to avoid the most common errors before uploading to ETD Administrator.

Questions? Contact grad-degree@provost.upenn.edu

<input type="checkbox"/>	<p>Dissertation Manual:</p> <ul style="list-style-type: none"> ▪ I have read the Dissertation Formatting Guide and Dissertation Formatting Template.
<input type="checkbox"/>	<p>Title Page:</p> <ul style="list-style-type: none"> ▪ The dissertation title is spelled the same on the Title Page and on Abstract. ▪ The author's name must match the name on the Abstract and on the student record (check Penn in Touch). ▪ All committee members are listed with their correct names and titles (including rank and department/affiliation). The committee complies with the rules for dissertation committee composition. <ul style="list-style-type: none"> ○ Supervisor of Dissertation ○ Co-supervisor of Dissertation (if applicable) ○ Graduate Group Chairperson ○ Other members of dissertation committee ▪ There is no page number on the title page, but it is counted as page number i.
<input type="checkbox"/>	<p>Margins:</p> <ul style="list-style-type: none"> ▪ In the entire document, the left margin is 1.5 inches (3.81 cm) ▪ In the entire document, top, right, and bottom margins are 1 inch (2.54 cm) ▪ There is nothing in the margin space on any page. Page numbers, footnotes, or any part of an illustration or table cannot go in the margin area.
<input type="checkbox"/>	<p>Pagination:</p> <ul style="list-style-type: none"> ▪ Front Matter (title, copyright, acknowledgements, etc.) <ul style="list-style-type: none"> ○ Use Roman numerals only (ii, iii, iv...) ○ No page numbers on Title page or Copyright (optional) page ○ Start with ii or iii after Title Page (and optional Copyright) page ▪ Main text <ul style="list-style-type: none"> ○ Use Arabic numerals only (1, 2, 3...) ○ Start on the first page of Chapter 1 and continue through the bibliography to the end ▪ No blank pages – double check for these after converting to PDF
<input type="checkbox"/>	<p>Spacing:</p> <ul style="list-style-type: none"> ▪ For readability, the document should be double-spaced (2x), except for long quotations, footnotes, and the lists of tables, which should be single-spaced.
<input type="checkbox"/>	<p>Fonts:</p> <ul style="list-style-type: none"> ▪ Any non-italic font that is 10 - 12 points in size should be used ▪ For footnotes, figures, citations, charts and graphs, a font of 8 points or larger should be used. ▪ Italic type may be used for quotations, words in a foreign language, emphasis, or book titles. ▪ When converting to PDF, the font must be embedded. See ETD Administrator FAQ for how to embed fonts in a PDF.
<input type="checkbox"/>	<p>Abstract:</p> <ul style="list-style-type: none"> ▪ The Dissertation Supervisor's full name must be spelled accurately and in the proper place under the author's name on the abstract. ▪ If there is a Co-Supervisor, their name must also be spelled accurately and in the proper place under the Supervisor's name. ▪ Faculty titles are not included on the Abstract page with the faculty names (for example, do not type <i>Dr.</i>, <i>Associate Professor</i>, <i>Supervisor</i>, or <i>Ph.D.</i>)
<input type="checkbox"/>	<p>Materials:</p> <ul style="list-style-type: none"> ▪ Charts, graphs, and other illustrative materials must be legible. ▪ They must be in the correct order and position, per the List of Tables/List of Illustrations. ▪ They must be paginated and consecutively numbered

Pre-Deposit Checklist for PhD Students

<input type="checkbox"/>	Bibliography: <ul style="list-style-type: none">▪ The bibliography may be a single alphabetical list by chapters, or an alphabetical list by authors for subject and class of publications.▪ Page numbers in the bibliography continue the pagination of the main text; do not number the bibliography separately.▪ Use the style of citation (APA, MLA, etc.) required by your graduate group.
Optional:	
<input type="checkbox"/>	Copyright: <ul style="list-style-type: none">▪ Registering for copyright is not necessary in order to have copyright protection over your work.▪ If you choose to register a copyright, please include a copyright page<ul style="list-style-type: none">○ The copyright page must display the "TITLE" of the dissertation and the word "COPYRIGHT" in uppercase letters (ALL CAPS), the year of publication, and your full, legal name.▪ If you choose to register a copyright with the U.S. Copyright Office, please follow the Copyright Guide from Penn Libraries.▪ There is no page number on the copyright page (but it is counted as page number ii).
	Peak Deposit: <ul style="list-style-type: none">▪ Students who plan to deposit in peak deposit window (the 3 weeks before the deposit deadline in each term) must attend a pre-deposit formatting review in advance. The dissertation does not need to be finalized, but please include preliminary pages for review (title page, copyright notice, table of contents, etc.)▪ Please contact grad-degree@provost.upenn.edu with your defense date to receive scheduling information.

I certify that I have met the requirements outlined in the checklist above and that at least one third-party individual (friend, classmate, writing tutor) has looked over my formatting and found no errors. If my dissertation is found to have significant formatting errors, my graduation term may be delayed.

Dissertation author signature: _____ Date: _____